



Supplier Registration

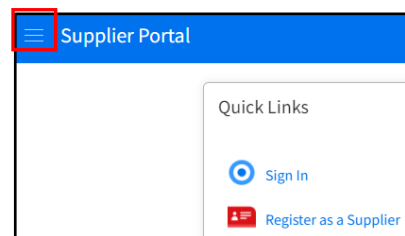
Luma Role: Supplier

Reason: Suppliers must be registered in the Supplier Portal before they can respond to Sourcing Events.

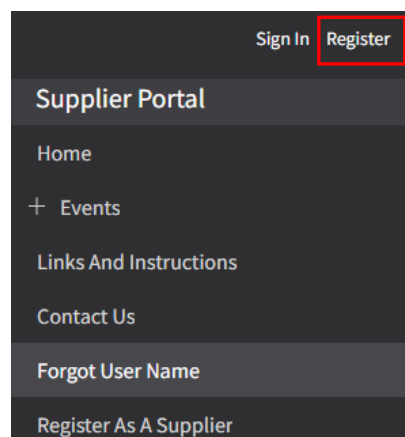
1. Access the **Supplier Portal** via the **State of Idaho Controller's Office** website at sco.idaho.gov



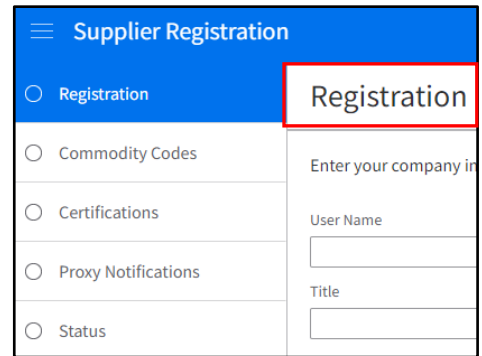
2. Click the menu icon beside **Supplier Portal** to access menu.



3. Click the **Register** button.



4. The **Supplier Registration** form will open to the **Registration** page.

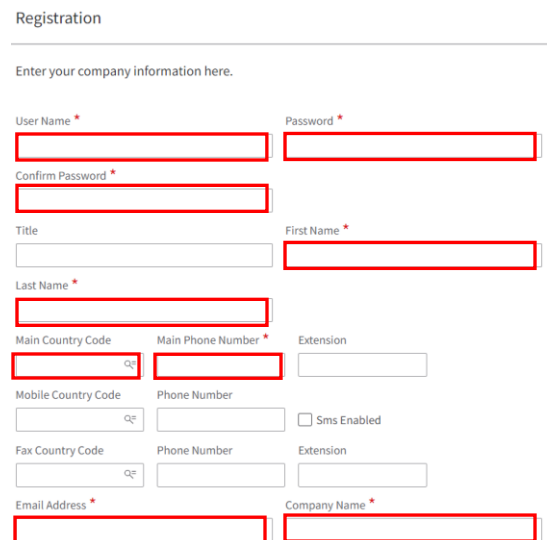


The image shows a 'Supplier Registration' form with a blue header. On the left, there is a list of tabs: 'Registration' (selected with a radio button), 'Commodity Codes', 'Certifications', 'Proxy Notifications', and 'Status'. On the right, the 'Registration' tab is active, showing a form with the title 'Registration' and a sub-header 'Enter your company information here.' Below this, there are input fields for 'User Name' and 'Title'.

5. Complete the following *required* fields on the **Registration** page:

- User Name (No spaces)
- Password
- Confirm Password
- First Name (ALL CAPS)
- Last Name (ALL CAPS)
- Main Country Code
- Main Phone Number
- Email Address
- Company Name

Note: Minimum password length is fourteen (14) characters and must include at least one (1) UPPERCASE character and one (1) base 10 number (0-9). Passwords **cannot** contain four (4) consecutive characters, five (5) consecutive characters from username, or be the same as the previous 24 passwords.



The image shows the 'Registration' form with the following fields highlighted with red boxes to indicate they are required: 'User Name', 'Password', 'Confirm Password', 'First Name', 'Last Name', 'Main Country Code', 'Main Phone Number', 'Email Address', and 'Company Name'. The form also includes optional fields for 'Title', 'Extension', 'Mobile Country Code', 'Phone Number', 'Fax Country Code', and 'Sms Enabled'.

6. Scroll down and complete the following *required* fields:

- Tax ID Type
- Tax ID (**Enter alpha or numeric characters only**)
- Attach Tax Certification (W9 or equivalent)
- Country

This screenshot shows the 'Tax ID Type' and 'Tax ID' fields, both with magnifying glass icons. Below them is the 'Attach Tax certification' field with a folder icon. The 'Mailing Address' section is partially visible, showing the 'Country' field with a magnifying glass icon.

Note: Use the magnifying glass in the **Tax ID Type** and **Country** fields to access drop-down menus.

7. Once **Country** is entered, complete the following *required* fields in the **Mailing Address** section:

- Street Address (ALL CAPS)
- City (ALL CAPS)
- State/Province (ALL CAPS)
- Zip Code

This screenshot shows the 'Mailing Address' section with fields for 'Street Address', 'City', 'County/District', 'State/Province', and 'Zip Code'. Each field has a magnifying glass icon. The 'Street Address' field is highlighted with a red border.

8. Check the **Check If Remit To Address Is The Same As Mailing Address** box if the Mailing Address and Remit to address are the same.

Note: Skip to step 11.

This screenshot shows the 'United States of America' dropdown menu with a 'Change' button. Below it is the 'Check If Remit To Address Is The Same As Mailing Address' checkbox, which is checked and highlighted with a red border. The 'Company Information' section is partially visible below.

9. If the **Remit to information** is different from the **Mailing Address**, click the magnifying glass in the **Country** field and select your country.

This screenshot shows the 'Remit to information' section with the 'Country' field, which has a magnifying glass icon. The field is highlighted with a red border.

10. Complete the following required fields in the **Remit to information** section:

- Street Address (ALL CAPS)
- City (ALL CAPS)
- State/Province (ALL CAPS)
- Zip Code

Remit to information

Street Address *

City *

County/District

State/Province *

Zip Code *

11. Review all entered information for correctness.

12. Check the box beside **Accept Terms and Conditions as Shown Below.**

☒ Accept Terms and Conditions as Shown Below *

Terms and Conditions

13. Click the **Next** button in the top right corner of the page.

Previous

Next

Note: The *Diversity Codes* page will appear.

14. If you receive *this message* **STOP!** Select **Contact Us** from the side menu and contact the Supplier Portal Administrator.

STOP

Tax ID Type *

ⓘ Another supplier has already registered with this tax id.

Mailing Address

Country *

Events With Plan Holders List

Links And Instructions

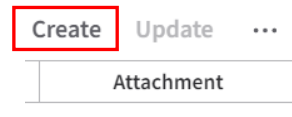
Contact Us

Forgot User Name

Register As A Supplier

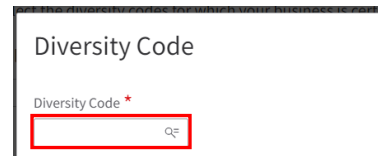
Note: If you do not receive this error, continue to step 15.

15. Click **Create** (Optional) to add **Diversity Codes**.

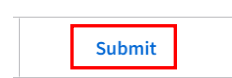


Note: If no *Diversity Code* is needed, skip to step 17.

16. Use the magnifying glass in the **Diversity Code** field on the **Diversity Code** pop-up window to access the drop-down menu. Select the appropriate code.



17. Click **Submit**.



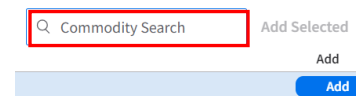
Note: Repeat steps 14 - 16 to add more codes.

18. Click the **Next** button in the top right corner of the page.



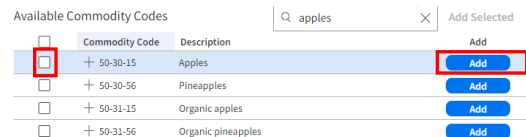
Note: The *Commodity Codes* page will appear.

19. Enter a keyword in the **Commodity Search** field on the **Commodity Codes** page and press **Enter**.



Note: Available *Commodity Codes* matching your search will open.

20. Check the box on the line(s) of the appropriate **Commodity Code(s)** and click the **Add** button.



Commodity Code	Description	Add
+ 50-30-15	Apples	Add
+ 50-30-56	Pineapples	Add
+ 50-31-15	Organic apples	Add
+ 50-31-56	Organic pineapples	Add

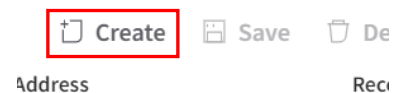
Note: Repeat steps 18 and 19 to add more applicable commodity codes.

21. Click the **Next** button in the top right corner.



Note: The *Proxy Notifications* page will appear.

22. Click the **Create** button (Optional) on the **Proxy Notifications** page to add proxy contacts.



Note: Contacts will be notified of updates but *cannot* take action on events and *do not* have a separate user name and password.

Note: If you do not wish to add a proxy contact, skip to step 26.

23. Complete the following *required* fields on the **Proxy Notifications** page:

- First Name
- Last Name
- Email Address
- Receive Notifications (Yes/No)

A screenshot of a web form titled 'Proxy Notifications for Zen Wtr with Zimetry'. The form has four input fields: 'First Name', 'Last Name', 'Email Address', and 'Receive Notifications?'. Each of these four fields is highlighted with a red rectangular box. Above the fields are icons for 'Create', 'Save', and 'Delete'. Below the fields are labels for 'Address' and 'Recd'.

24. Click **Save**.



25. Click the **Next** button in the top right corner of the page.



26. Supplier registration is complete, and a **Supplier Number** is assigned.

Status

Note: Supplier registration will now go through the state's validation process. An email will be sent when the validation process is complete.

Supplier Number Is
30588

Registration status: Complete

Result

Supplier registration is complete. The Supplier can click the My Account button to enter additional information or begin using the Supplier Portal.

Date (05/01/23)
Version 2